



**U.S. Embassy Cotonou  
Democracy and Human Rights Fund  
Request for Proposals**

**Introduction**

U.S. Embassy Cotonou requests proposals for projects that promote democratic institutions, civil society, and independent judiciary, free and fair electoral processes, freedom of religion, human rights, and the rule of law, in Benin.

**Eligibility:** Beninese non-governmental (NGO) and not-for-profit organizations.

**Funding:** Grant funding is being made available through the U.S. Government's Democracy and Human Rights Fund (DHRF). Applications should request funding within the range of \$3,000 – \$30,000.

**A. Selected grantees will be expected to:**

- Complete all proposed activities within twelve months of signing the Activity Agreement.
- Adhere to the terms and conditions of the Activity Agreement.
- Maintain basic financial records for the duration of the funded activity, and for a period of three years after submission of their final invoice.
- Submit receipts on a timely basis to the U.S. Embassy.
- Ensure that expenditures are supported by adequate documentation.
- Ensure funds are expended for their intended purposes.
- Close out the activity by submitting any previously un-submitted receipts, returning any un-expended funds, and reporting on the activity results.

**B. Examples of previously funded activities throughout the world are listed below for information purposes. Applicants may propose alternate activities:**

- A public awareness campaign to increase and promote the rights of people with disabilities and other vulnerable groups.
- A media campaign to convince legislators to change laws governing the rights of women and children.
- An educational program for community leaders to improve women's rights to a divorce and physical and fiscal protection in a divorce.
- Training of foster parents to care for abused children or victims of trafficking.
- A series of seminars on female genital cutting, accompanied by follow-up counseling.
- A website for archiving press articles regarding elections.

**C. The following activities will not be funded by the DHRF:**

- Building construction
- Vehicle purchase
- Long-term (12 months or more), recurring administrative costs, such as building maintenance, rent, office supplies, or administrative salaries.
- Travel outside the immediate region.
- Conferences or workshops that lack a specific and clearly stated goal related to the democratic and human rights of vulnerable groups.
- Research projects without a results-oriented component.
- Any activities that do not directly promote or defend increased adherence to civil and political rights for vulnerable groups including people with disabilities in Benin.

**D. Submissions**

Please complete all sections on pages 2 and 3 and submit your proposal in English or French **by 12:00 p.m.** local time on **Monday, July 7, 2014**. You may submit your proposal by email to [allenkd@state.gov](mailto:allenkd@state.gov) or deliver a hard copy to U.S. Embassy Cotonou located at 01B 2012, Cotonou, Benin.

## Democracy and Human Rights Grant Application

### 1. Organizational Details:

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name and Title of person responsible for the activity: \_\_\_\_\_

### 2. Description of the Organization. (Maximum 250 words)

Describe the organization, including how long it has existed, where it is based, its size, its current funding sources and estimated funding levels, its activities, and relevant project management experience.

### 3. Background Information on the Activity. (Maximum 500 words)

Briefly describe the purpose of the activity in Benin. State how the activity will promote human rights, political pluralism, civil society, an independent judiciary, accountable government, free speech, free and fair electoral processes, freedom of religion, and/or the creation of a more open, democratic society. Who will benefit from the activity? How many individuals will be directly impacted?

### 4. Description of the Activity and its Intended Impact. (Maximum 500 words)

This section should:

- a. Fully describe the activity and how it will be implemented.
- b. Identify who will manage and implement the activity.
- c. Identify potential implementation problems and how they will be addressed and overcome.
- d. Specify the estimated start and completion date of the activity.
- e. Describe the expected impact of the activity.

### 5. Budget Format: All proposals should use the following sample budget format.

## Democracy and Human Rights Grant Application

### SAMPLE BUDGET FORMAT

	YEAR 1		
BUDGET LINE ITEMS	US EMBASSY	GRANTEE MATCH	TOTAL
Supplies			
Conference			
Travel			
Printing			
Equipment			
<b>TOTAL</b>			

**NOTE:** The budget should: (1) Be stated in local currency, and (2) Include notes explaining the costs associated with each of the budget line items, e.g. a list of individuals and the amount to be paid, basis for the travel costs, a list of equipment to be purchased and its estimated cost, and other relevant information to support the proposal's budget. Also, there should be a direct relationship between the activities described in the proposal and the budget.

Website: <http://cotonou.usembassy.gov/>

Point of Contact for questions:

Ken Allen, US Embassy Cotonou

Email: [CotonouEmbassyGrants@state.gov](mailto:CotonouEmbassyGrants@state.gov)

Phone: (229) 21-300650 ext. 4302